

## **ACS VOLUNTEER POSITION DESCRIPTION**

**PROGRAM:** Relocation Readiness

**POSITION/TITLE:** Youth Administrative Assistant

**FIRST LINE SUPERVISOR:** Relocation Coordinator or Assistant

**SECOND LINE SUPERVISOR:** ACS Volunteer Supervisor

**GOAL/OBJECTIVE:** Provide direct administrative support to Relocation staff.

**DUTIES:** Provides general clerical and administrative support; Performs basic office automation duties; Prepares correspondences, memoranda, forms, and messages; Uses computer, word processing software and printing equipment to create, copy, edit, store, retrieve, and print a variety of standardized documents; On occasion works at front desk receiving calls and visitors, and based on knowledge of programs and operations, personally handles calls of a routine nature, and refers others to appropriate personnel; Personally responds to non-technical requests for information regarding organization functions; Assists supervisor or SFSC staff in preparing materials and set up for programs and/or events; Preparations may involve light physical work to include setting up and putting away tables and chairs; Volunteer may also be requested to assist with activities that may require long periods of standing, bending, lifting and stooping; Volunteers may be requested to assist during non-duty (evenings and weekends) hours; however this is not mandatory.

**TIME/DRIVING REQUIREMENT:** 12 hours weekly to include some nights and weekends; Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

**QUALIFICATIONS:** Typing and Filing Skills with administrative knowledge; Basic knowledge Microsoft Excel, Word, and Power Point; Strong organizational skills; Volunteers will receive training and have the opportunity to acquire new skills or enhance and/or maintain current skills.

**TRAINING:** Volunteers will be required to attend a basic orientation prior to or shortly after they are accepted for duty as an Army Community Service volunteer (2 hrs); Supervisor will provide on-the-job training on equipment usage, procedures, and program introductions; other to be determined by supervisor; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

**EVALUATION:** Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.